



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Admn/Rectt/2026/10

20 March 2026

Advertisement for Non-Teaching Positions on contractual basis

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below purely on contract basis. The Online option will remain open from 20.03.2026 to 09.04.2026. The details are as under:

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	<p>Manager (Compliance & Internal Audit – F&A)</p> <p>01 Post (UR)</p> <p>Monthly Consolidated Emoluments - ₹ 1,05,000/-</p> <p>Age limit - 45 years</p>	<p><u>Qualification:</u></p> <ul style="list-style-type: none">Chartered Accountant (CA) from the Institute of Chartered Accountants of India. <p><u>Experience:</u></p> <ul style="list-style-type: none">Having post-qualification experience of 1–2 years or more.Experience in Higher Education Institutions of National Importance will be preferred. Familiarity with preparation and finalization of annual accounts of such institutions shall be an added advantage. <p><u>Key Competencies:</u></p> <ul style="list-style-type: none">Ability to independently interpret and apply Accounting Standards, taxation laws, and regulatory requirements in an institutional framework.Strong analytical and reconciliation skills, with the ability to review financial records and identify compliance or control gaps.Capability to examine observations raised by statutory auditors, government authorities, or other external examining bodies and facilitate their timely resolution.Sound drafting and communication skills for preparation of financial notes, replies, and submissions to senior authorities.Functional familiarity with ERP / Tally-based accounting systems and financial reporting tools. <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none">The Manager (Compliance & Internal Audit – F&A) shall support the Finance & Accounts function of the Institute in matters relating to financial compliance, statutory obligations, and internal audit review.The role will involve examination of financial processes and accounting records from a compliance and internal control perspective, monitoring adherence to applicable taxation and regulatory requirements, and assisting in the review of observations arising from internal and statutory audits or other external examinations.The incumbent will also coordinate with auditors, statutory authorities, and regulatory bodies on compliance-related matters and contribute to strengthening the Institute’s financial governance and internal control framework.The position shall also undertake such other responsibilities as may be assigned by the competent authority from time to time in the interest of the Institute.

<p>2)</p> <p>Campus Protocol Safety & Surveillance Officer</p> <p>01 Post (UR)</p> <p>Monthly Consolidated Emoluments - ₹ 75,000/-</p> <p>Age limit - 45 years</p>	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • Post-graduate degree from a recognized University with a minimum of 55% marks. <i>Or</i> • Graduate degree from a recognized University and Diploma (Govt. approved) in Fire & Safety Engineering (course duration not less than one year) with minimum of 55% marks. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • The candidate should have 15 years of relevant experience, with a minimum of 02 years in managerial capacity. • Candidates with leadership and team management experience will be given preference. • Working experience with Government organizations will be preferable. <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> • Provide overall leadership and oversight of campus security, surveillance, and safety systems to ensure a secure and compliant institutional environment. • Oversee operation, monitoring, and governance of CCTV and surveillance infrastructure, ensuring data confidentiality and adherence to statutory norms. • Act as the nodal officer for coordination with security agencies, internal departments, and local authorities on security and safety-related matters. • Establish, implement, and periodically review SOPs for campus security, access control, emergency response, and protocol management. • Supervise preventive maintenance, audits, and upgradation of surveillance, fire safety, and emergency management systems across the campus. • Monitor safety risks, incidents, and near-miss events, ensuring timely reporting, investigation, documentation, and corrective action. • Ensure campus protocol, security preparedness, and safety arrangements for examinations, high-level visits, and major events. • Any other duties as deemed fit by the Competent Authority.
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How to Apply:

1. Candidates are required to apply online at the official website of IIM Mumbai, i.e., <https://iimmumbai.ac.in/careers>. The last date for submission of online applications is **9 April 2026 (05:00 PM)**.
2. A candidate applying for the above position must be a citizen of India.
3. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
4. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
5. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. The shortlisted candidates will be required to bring all original Certificates, Degrees, and other documents pertaining to their educational qualification, professional qualification, work experience, age, etc. for verification purposes at the time of interview along with one set of photocopies of these documents.
6. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or fewer.
7. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of administrative nature as per suitability to the roles and responsibility of the posts, as per Institute requirements.
8. The candidate may be hired for a lower post if deemed fit.

9. Accommodation at the IIM Mumbai Campus may be provided subject to availability (Electricity & Water charges to be paid as actual). In case no accommodation is available/provided, out of campus allowance as per the rules of the Institute may be given.
10. Medical benefits / medical insurance may be provided as per the Institute's rules, any other benefits as may be decided by the Management from time to time may also be extended.
11. Mobile reimbursement will be admissible as per Institute norms
12. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
13. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
14. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
15. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
16. The Institute may decide to conduct a written test and/or skill test and/or interview and/or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.
17. The Institute shall not entertain any interim correspondence or personal inquiries.
18. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
19. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
20. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
21. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman category, as per GoI existing rules for which applicants must attach the requisite certificates.
22. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
23. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
24. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.
25. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
26. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
27. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
28. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
29. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., www.iimmumbai.ac.in.
30. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
31. For any technical assistance please contact on disc.website@iimmumbai.ac.in

32. Incomplete applications without proper supporting documents will be summarily rejected.
33. The tenure of appointment shall be for a period of two years. In exceptional cases, the tenure may be revised. The engagement shall be subject to annual review, and any extension shall be granted on a yearly basis, with the total period not exceeding five years.

Sd/-
Chief Administrative Officer